

Transportation Safety Course

Child Care Learning Centers: 591-1-1-.36(3)(a-b) - Child Care Learning Centers that provide any type of transportation shall obtain two (2) clock hours of state-approved or state-accepted transportation training, biannually, for the Director and for each staff person responsible for or who participates in the transportation of children. The training shall include, but is not limited to, a review of the transportation rules, a review of approved transportation forms and procedures, and instruction on the usage and completion of the forms and procedures. This training may be counted as part of the annual training requirements for Staff.

- (a) The Director and each Staff person who is responsible for or who participates in the transportation of children shall complete two (2) clock hours of state-approved or state-accepted transportation training on or before June 30, 2015 and at least every two years thereafter.
- (b) Effective July 1, 2015, the Director and each staff person who will be responsible for or participate in the transportation of children shall have completed two (2) clock hours of state-approved or state-accepted transportation training prior to assuming any duties related to the transportation of children and at least every two years thereafter.

Family Child Care Learning Homes: Although there is no rule requirement for Family Child Care Learning Home providers to complete two (2) clock hours of state-approved or state-accepted transportation training, a training course is available at no cost and is conveniently accessible online. For these reasons, we strongly encourage Family Child Care Learning Home providers to also take advantage of this resource specially developed to meet the needs of child care programs providing transportation and to help ensure that children in care are transported safely.

Rule Type: Non-Core Rule

Intent of the Rule

To ensure that all staff who participate in the transporting of children are properly trained on the Department's transportation rules, recordkeeping processes, policies and procedures.

Clarification

Directors, drivers, and any other staff who participate in transporting children (e.g., staff who sign transportation checklists, staff who ride the vehicle, etc.) for child care learning programs must obtain two clock hours of approved transportation training prior to performing any duties associated with the transportation of children. The transportation training must be approved by Bright from the Start and must cover administrative policies for transportation safety and the required procedures for transporting children as outlined in the Department's rules and regulations for child care learning centers. The transportation training must be retaken every two years to ensure that staff are trained on the most current rules and regulations. Documentation of transportation training must be maintained on file at the facility, and the training documentation/certificate should contain the trainer code and the training approval code.

Indicators

- ✓ The Director and each staff person responsible for or who participates in transporting children must obtain two (2) clock hours of state-approved or state-accepted transportation training.
 - TIP: Staff who do not participate in transporting children are not required to complete transportation training.

- Recommendation: It is beneficial for *all* staff to know the transportation rules and the safety procedures when transporting children. In the case of an emergency, additional staff may be needed to assist with transportation. For these staff to help in an emergency, they must have the proper transportation training to ensure children are transported safely.
- Note: Our investigations of incidents where children were left on a vehicle often reveal an unusual factor that results in the typical routine not being followed for some reason. Sometimes that factor has been the staff who conducted transportation did not typically participate in transporting children and lacked proper training on or orientation to transportation rules.
- ✓ Ensure that the transportation training is completed *prior* to transporting children.
 - Reminder: Transportation training certificates must have a completion date that is prior to the start date of any transportation activities.
 - Organizational Tip: For easy tracking, consider clipping copies of the transportation training certificates together and storing them in your transportation notebook/folder.
 - TIP: Training can be found by visiting [gapds.decal.ga.gov](https://www.prosolutionstraining.com/Tsafety). Click “Trainings” and then click “Search Approved Trainings”. Enter “Transportation” in Training Name. Transportation training is offered by various training vendors. DECAL contracts to provide free, approved online transportation training that meets this rule requirement through ProSolutions. To access this online training, visit <https://www.prosolutionstraining.com/Tsafety>.
- ✓ The Director and all staff responsible for or who participate in transporting children must complete transportation training every two years.
 - Reminder: The transportation training will expire *two years* from the date of completion listed on the training certificate.
 - TIP: Highlight the completion date of the training certificates as a reminder for when to renew the training.
 - Example: A transportation training that was completed on **June 30, 2019** would need to be renewed no later than **June 30, 2021**.
- ✓ Ensure all trainings and trainers are state-approved or state-accepted before attending the training.
 - Recommendation: Register and maintain an account with the Georgia Professional Development System (GaPDS). This allows staff to maintain an electronic record of their education credentials and completed training. The GaPDS can be used to document each staff person’s professional development and an individual resume can be printed directly from the website. The electronic record can also expedite licensing visits since the consultant can verify a staff person’s training hours with a quick review of the information contained in the GaPDS. Further, it eliminates the need to keep track of paper copies of training documents. GaPDS is managed by the Professional Standards Commission, the same agency that certifies Georgia teachers, and can be found at the following link: <https://gapds.decal.ga.gov/>.
 - TIP: The trainer must be approved and have a unique *trainer code (TR-BFTS-XXX)*. The training must also be approved and have a unique *training code (TG-BFTS-XXX)*. Exceptions are trainings offered as part of an approved *conference* and trainings offered by *approved entities*, which are assigned unique codes in the formats C-BFTS-XXX and AE-BFTSXXX, respectively.

Resources:

Georgia Professional Development System

<https://gapds.decal.ga.gov/>

Approved Online Training

www.prosolutionstraining.com

Approved Online Training (Spanish)

[https://www.prosolutionstraining.com/content/?id=6/Bienvenido_\(ES\)/](https://www.prosolutionstraining.com/content/?id=6/Bienvenido_(ES)/)

Georgia Training Approval System, verify trainings

<https://www.training.decal.ga.gov/verify/training>

Caring for Our Children

<http://cfoc.nrckids.org/StandardView/6.5.1.1>